



AASIS Overview and Basic Navigation

Introducing AASIS

Chapter 1

Course Map

Introducing AASIS

Logging On and Off AASIS

Understanding the AASIS Window

Navigating Through AASIS

User Personalization of AASIS

Entering and Saving Data

Working with Multiple Sessions

Employee Self Service (ESS)



What is AASIS?



AASIS – Arkansas Administrative Statewide Information System is a business application software system that integrates the State's core business functions in a seamless and efficient manner.

The Arkansas State's software system is a total Enterprise Resource Planning (ERP) solution purchased from SAP.

The basic SAP system was specifically configured to carry out the business processes of Arkansas State Government.

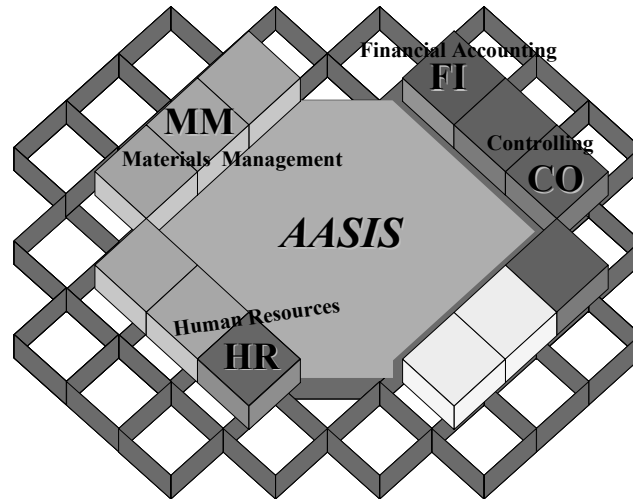
The configured SAP system is called **AASIS**.



The Strategic Objectives of AASIS are to:

- Standardize, integrate and streamline the administrative functions of Arkansas State Government
- Automate many manual functions, such as time recording and purchase orders
- Integrate business processes and reduce redundant data
- Improve financial controls
- Enhance the value and availability of information provided to State agency executives, the Governor, the Legislature, State employees and the people of Arkansas
- Provide enhanced reporting capabilities for the State's decision makers

The AASIS Core Applications



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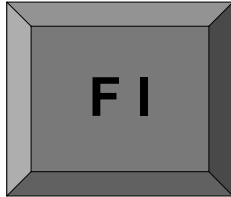
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The Core Applications for AASIS include:

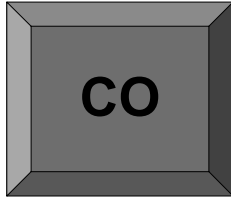
- Financial Accounting (FI)
- Controlling (CO)
- Materials Management (MM)
- Human Resources (HR)

The AASIS FI Modules



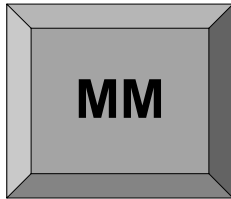
- General Ledger
- Accounts Receivable
- Accounts Payable
- Banks
- Fixed Assets
- Special Purpose Ledger
- Funds Management

The AASIS CO Modules



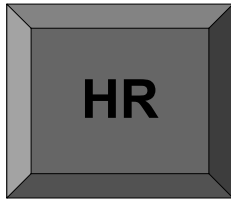
- Cost Center Accounting
- Internal Orders
- Project Systems

The AASIS MM Modules

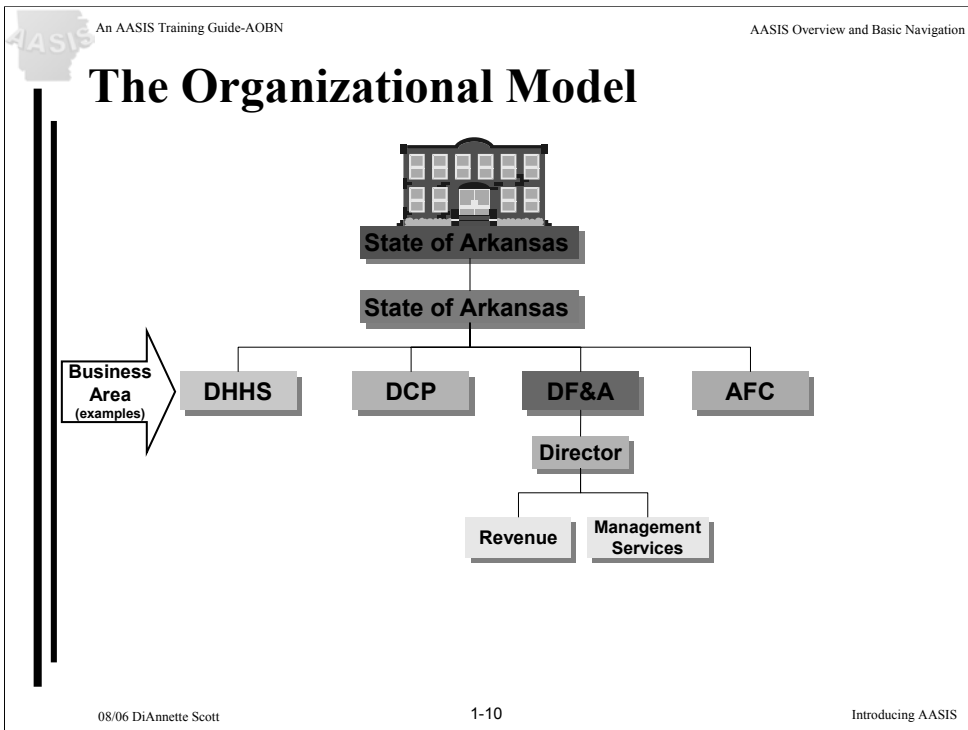


- Purchasing
- Inventory Management
- Invoice Verification
- Physical Inventory
- Valuation

The AASIS HR Modules



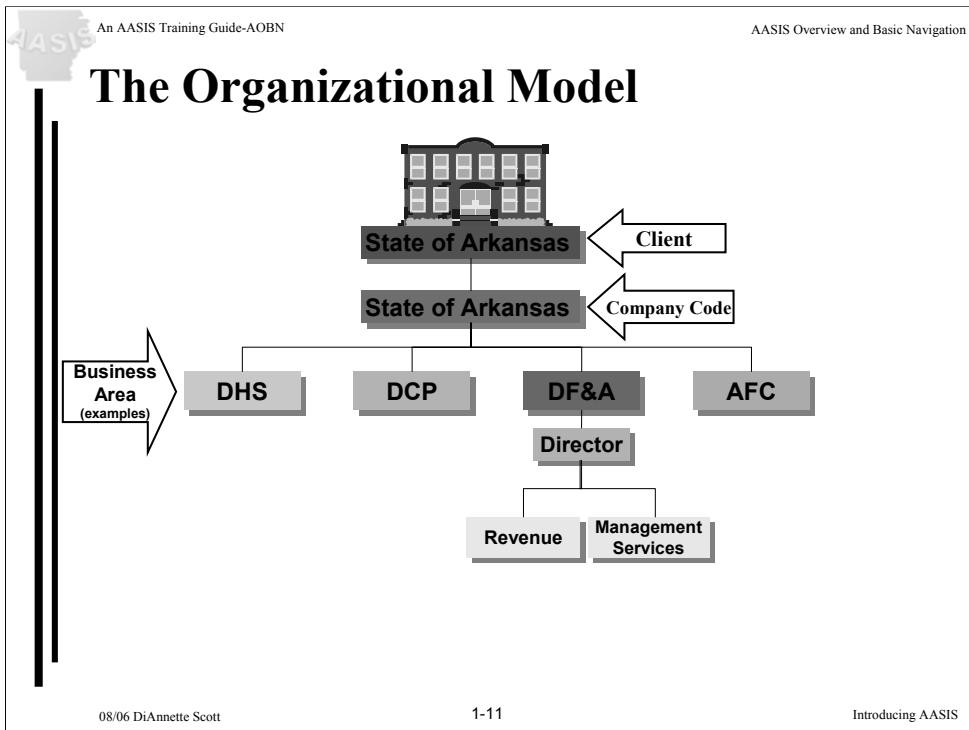
- Personnel Administration
- Time Management
- Organizational Management
- Information System



AASIS is designed to track Financial, Human Resource and Procurement information on a statewide basis.

In order to properly manage information on both agency and statewide levels, the AASIS design follows a specialized Organizational model. This Organizational Model represents the overall Financial and Human Resource structure of the state.

As you enter data into AASIS, you will be asked to enter the Client, Company Code, Business Area and Organizational Unit Information. All of this data comes from the AASIS Organizational Model shown on the next page. It is structured in a hierarchical arrangement.

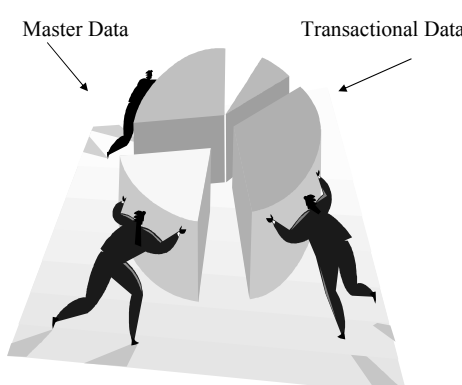


- **Client** - The top level of the organization model. The client captures all administrative and business data contained in the elements beneath it. In AASIS, there is one client, the State Of Arkansas.
- **Company Code** - A legally independent unit within a Client with a balanced set of financial books. It is the central unit in Financial Accounting. In AASIS, there is only one Company Code, the State of Arkansas.
- **Business Area** - A separate unit within a Company Code which allocates financial accounting transactions. Each agency will be represented by a separate Business Area in AASIS.

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How AASIS Manages Data



- Master Data
- Transactional Data

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All information entered into AASIS is stored in a centralized database. All functions are linked to this database to ensure data consistency and integrity for the State. This is to ensure that all agencies access the same information and help eliminate data redundancy.

There are two types of data within AASIS: Master Data and Transactional Data.


Master Data is the backbone of AASIS. It represents core sources of information that will remain relatively constant over an extended period of time.

Transactional Data is the unique record(s) the system creates as a transaction or process once entered into the system.

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How AASIS Manages Data



- **Master Data**
 - **Personnel Information**
 - Name, Address,
 - Withholding info, wages
 - **Material**
 - Description, Unit of Measure
 - **Vendor**
 - Name, Address, Billing information
 - **General Ledger Accounts**
 - Office Supplies, Expenses

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Master Data is the backbone of AASIS. It represents core sources of information that will remain relatively constant over an extended period of time. It provides default information for transactions and is used by all modules within AASIS.

Once Master Data is created, it is held in the system and acts as a reference for subsequent activities.


When transactions, such as time entry or payroll, are processed the system reads Master Data Records as a part of the business process.

An example of Master Data for an employee would be their unique personnel number, their name, address, pay grade and withholding information.

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How AASIS Manages Data



Transactional Data

- **Transactional Data**
 - Withholding Amounts
 - Gross / Net Wages
 - Document Dates
 - Document Numbers
 - Document Values
 - Posting Dates

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A Transaction is the performing of a task or process at a task level. The transaction will reference Master Data which will ensure consistency and integrity.

The Transactional Data is data created as a result of a transaction or process being completed.

For example, payroll processing shows how transactional data is created when running payroll. The system accesses Master Data for the employee's personnel number, name, address, withholding information, and pay grade. (Transactional data created in an earlier process will also be accessed, number of hours worked for the pay period from the Time Entry process.) The system then calculates, using this data, the gross and net wages. Internal documents are created for account posting and the date of the action is recorded.